OFFICE OF HOMELAND SECURITY

February 6, 2008

David H. Ready, City Manager   Monitoring Report #M08-010
City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Dear Mr. Ready:

On February 5, 2008, the Office of Homeland Security (OHS), Monitoring and Audits Unit, Program Monitor, James Lewis conducted a desk monitoring review for the purpose of monitoring the City of Palm Springs International Airport OHS Grant Programs. I wish to thank you and your staff for the courtesy extended to Mr. Lewis during the review process. Enclosed, you will find the monitoring report for the following grants:

GRANT	PROGRAM NAME	PERIOD MONITORED
2003-0035 #065-55254	FY03 Part II Critical Infrastructural Protection (CIP)	03/17/03 - 04/16/03

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitor examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitor performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your OHS Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not necessary and the monitoring process is complete. **If any findings are identified in the monitoring report, you will have 120 days from the last day of the monitoring review to submit a Correction Action Plan to the Program Monitor.**

The corrective action process provides two options:

Option One – The subgrantee self certifies by the submission of an Action Plan that details the corrective steps implemented, and that any finding(s) noted in the monitoring report are resolved.

Option Two – Submission of an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff (i.e. technical assistance).

When corresponding to our office regarding this monitoring report, please include the monitoring control number on all correspondence. Send your response to:

Governor's Office of Homeland Security
Grants Administrative Section
Monitoring & Audits Unit
State Capitol
Sacramento, California 95814

Thank you for your participation in the monitoring process. If you have any questions regarding this letter or the attached report, please feel free to contact me at (916) 323-7611.

Sincerely,

Stacy Mason-Vegna
Program Manager
Grants Monitoring & Audits Unit

Attachment

cc: Thomas Kanarr, Director of Finance & Treasurer, City of Palm Springs
     Rachel Magano, OHS Program Representative
     Monitoring & Audits Unit, chron file
     Grants Management Unit, grant file

TO: Governor's Office of Homeland Security   Grant Numbers: 2003-0035
      Grants Management Section
      Monitoring & Audits Unit   Monitoring Control   #M08-010
      State Capitol   Number:
      Sacramento, CA 95814

      Attention: Stacy Mason-Vegna   Response Due: March 7, 2008
                 Program Manager

FROM: Subgrantee: _____

Option One

☐

      I have reviewed and acknowledge receipt of the above referenced monitoring report.

_____   _____   _____
Authorized Signature   Title   Date

_____   _____   _____
Typed Name   Title   Telephone Number

CALIFORNIA GOVERNOR'S
OFFICE OF HOMELAND SECURITY
MONITORING NARRATIVE REPORT

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2003-0035 #065-55254	FY03 Part II State Homeland Security Grant Program (SHSGP)	03/17/03 to 04/16/03	$4,582

City of Palm Springs
Palm Springs International Airport

AUTHORIZED AGENT:	David H. Ready, City Manager	*ADDRESS:*	3200 E. Tahquitz Canyon Way Palm Springs, CA 92262
CONTACT EMAIL:	David.Ready@palmsprings.ca.gov		
CONTACT PHONE NUMBER:	(760) 324-8229		
ALTERNATE POINT of CONTACT:	Thomas Kanarr		
CONTACT EMAIL:	Tom.Kanarr@palmsprings.ca.gov		

PROGRAM REPRESENTATIVE:	Rachel Magano	*E-mail:*	Rachel.Magano@ohs.ca.gov
PHONE NUMBER:	(916) 324-9314		
PROGRAM MONITOR:	James Lewis	*E-mail:*	James.Lewis@ohs.ca.gov
PHONE NUMBER:	(916) 322-2335	*DATE OF MONITORING:*	February 5, 2008

PERSONS INTERVIEWED DURING MONITORING VISIT

NAME	TITLE	AGENCY
Thomas Kanarr (by phone)	Director of Finance and Treasurer	City of Palm Springs
Thomas Nolan (by phone)	Executive Director	City of Palm Springs
Janet Buck (by phone & e-mail)	Finance Officer	City of Palm Springs

Prepared by: _[signature]_   2/5/2008
James Lewis, Program Monitor, OHS Administration Division, Monitoring & Audits Unit   Date

Approved by: _[signature]_   2/8/08
Stacy Mason-Vegna, Program Manager, OHS Administration Division, Monitoring & Audits Unit   Date

City of Palm Springs
Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable	Total
A. Administrative Review						
Review of Audit Reports	2				2	2
Grant Assurances	1	1				1
Grant Approval Notification	2	2				2
Performance Reports	1				1	1
Homeland Security Strategies	1				1	1
Publication of Published Materials	1				1	1
B. Programmatic Review						
Program Goals and Objectives	2	2				2
Exercise	2				2	2
Training	1				1	1
Planning	1				1	1
C. Financial Management						
Accounting System	8	8				8
Distribution of Funds	1				1	1
Advance of Funds	2				2	2
Change Requests/Modifications	2				2	2
Maintenance of Records	1				1	1
D. Fiscal: Personnel Services						
Management and Administrative Services	3	2			1	3
Overtime/Back Fill	3	3				3
E. Fiscal: Procurement						
Responsibility	1				1	1
Methods of Procurement	4				4	4
F. Fiscal: Equipment & Property Management						
Equipment Purchases	3				3	3
Property Management & Records Keeping	2				2	2
G. Subgrantee Monitoring & Oversight						
Subrecipient single audit requirements	1				1	1
Management and Administrative Responsibility	1				1	1
Overtime/Backfill/CTO Responsibility	1				1	1
Procurement Responsibility	1				1	1
Equipment & Property Management Responsibility	1				1	1
Total	49	18	0	0	31	49

City of Palm Springs
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PROGRAM SUMMARY

Corrective Action Plan: Not Required.

MONITORING REPORT DETAIL

A. **Administrative Review:** Subgrantee in compliance (3 items); Not applicable for Subgrantee (5 items).

    1. **Review of Audit Report:** Not applicable for Subgrantee (2 items).

    2. **Grant Assurances:** Subgrantee in compliance (1 item).

    3. **Grant Approval Notification:** Subgrantee in compliance (2 items).

    4. **Performance Reports:** Not applicable for Subgrantee (1 item).

    5. **Homeland Security Strategies**: Not applicable for Subgrantee (1 item).

    6. **Publication of Materials**: Not applicable for Subgrantee (1 item).

B. **Programmatic Review**: Subgrantee in compliance (2 items); Not applicable for Subgrantee (4 items).

    1. **Program Goals & Objectives:** Subgrantee in compliance (2 items).

    2. **Exercise:** Not applicable for Subgrantee (2 items)

    3. **Training:** Not applicable for Subgrantee (1 item).

    4. **Planning:** Not applicable for Subgrantee (1 item).

C. **Financial Management:** Subgrantee in compliance (8 items); Not applicable for Subgrantee (6 items).

    1. **Accounting System:** Subgrantee in compliance (8 items).

    2. **Distribution of Funds:** Not applicable for Subgrantee (1 item).

    3. **Advance of Funds:** Not applicable for Subgrantee (2 items).

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C. 4. **Change Request/Modifications:** Not applicable for Subgrantee (2 items).

5. **Records Maintenance:** Not applicable for Subgrantee. (1 item).

D. **Fiscal: Personnel Services:** Subgrantee in compliance (5 items); Not applicable for Subgrantee (1 item).

1. **Critical Infrastructure Protection:** Subgrantee in compliance (2 items); Not applicable for Subgrantee (1 item).

   a. *Allocation:* Subgrantee in compliance (1 item).

   b. *Allowable Costs/Activities*: Not applicable for Subgrantee (1 item).

   c. *Functional Timesheets:* Subgrantee in compliance (1 item).

2. **Overtime/Backfill and/or CTO:** Subgrantee in compliance (3 items).

E. **Fiscal: Procurement:** Not applicable for Subgrantee (5 items).

F. **Fiscal: Equipment & Property Management:** Not applicable for Subgrantee (5 items).

G. **Subgrantee Monitoring & Oversight:** Not applicable for Subgrantee (5 items).

Monitoring Date: February 5, 2008